

BIRMINGHAM EAST AND NORTH PRIMARY CARE TRUST BOARD

MINUTES OF THE MEETING HELD AT 1.00 pm on 30 JULY 2008 IN THE BOARD ROOM, WATERLINKS HOUSE, BIRMINGHAM

PRESENT

Mr P Sabapathy CBE	Chairman	
Mrs J Down	Non-Executive Director	
Mr M Ford	Non-Executive Director	
Mrs S Nixon	Non-Executive Director	
Mr B O'Brien	Non-Executive Director	
Ms N Benge	Director of Health Improvement	(part meeting)
Dr M Bhatti	Clinical Director, Clinical Effectiveness	(part meeting)
Mr A Donald	Chief Operating Officer	
Ms V Jones	Director of Nursing and Clinical Development	
Mr J Tringham	Director of Resources	
Dr D Wulff	Medical Director	(part meeting)

In Attendance

Mr S German	Director of Process Development
Ms K Helliwell	Director, West Midlands Specialised Commissioning Team
Mrs R Hamburger	Consultant in Dental Public Health
Dr R Mendelsohn	Director, Chronic Disease Systems
Ms M Moore	Acting Director, Contractor and Financial Services
Ms T Norris	Interim Director, Operations
Ms M Paskin	Minutes
Mrs L Pritchard	Director of Performance and OD
Mr T Ruffell	Interim Director, Strategy and Redesign
Ms A Shaw	Head of Communications and Involvement
Ms D Shepherd	Staff Side Representative
Mr M Wiltshire	Director of Estates and Facilities

Apologies

Mr R Miner	Non-Executive Director
Ms S Christie	Chief Executive
Dr P Thebridge	Chairman, Professional Executive Committee
Ms H Wood	Head of Corporate Services

PROCEDURAL ISSUES

2008/369 WELCOME

The Chairman welcomed Members and Mrs Hamburger to the meeting.

2008/370 DECLARATIONS OF INTEREST

There were no declarations of interest.

2008/371 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 25 June 2008 were agreed as an accurate record and signed by the Chairman.

2008/372 MATTERS ARISING FROM THE PREVIOUS MINUTES

2008/356 LAA Targets 2008-11

Work had started on WCC outcomes and in due course a report would be made to the Board.

2008/363 Quarterly Report: Performance and OD

The Human Resources Department and Operations Directorate would need to begin workforce planning and review recruitment strategies.

2008/373 USE OF TRUST SEAL

Resolved:

That the report be noted.

REPORTS FOR DECISION/APPROVAL

2008/374 COMMISSIONING POLICY – NHS PICK-UP OF COMPANY SPONSORED TRIALS AND TREATMENT

West Midlands Specialised Commissioning Team had drawn up a policy to govern the entry into, and exit from, clinical trials. All PCTs who had considered the policy had given approval, the basic premise being that no funding would be picked up without prior agreement. Patients needed to be clear about the PCT's obligations; the policy would be disseminated to providers nationally and all Research Ethics Committees had been appropriately informed. PCTs could in future consider applications alongside other priorities.

Resolved:

That the commissioning policy for specialised service treatments be adopted and recommended for use in other service areas.

2008/375 REVISED COMMISSIONING STRATEGY

Comments had been received on the draft Strategy, which had been suitably amended.

Resolved:

That the Board approved the Revised Strategy.

2008/376 GOVERNMENT CONSULTATION ON THE FUTURE OF TOBACCO CONTROL

The city-wide response to the Government consultation included, amongst other things, proposals to restrict access to vending machines and to advertising.

Resolved:

That the Board endorsed the response.

2008/377 OPERATIONAL PLAN 2008-09

This represented the one-year Business Plan and targets would be monitored through the Business Planning and Performance Group. The purpose of bringing this and other plans to the Board was to ensure Members appreciated the difference between the LDP, the Commissioning Strategy and the Operational Plan. A performance monitoring meeting would be held with the Strategic Health Authority who would need to understand the relationship between the plans and the core purpose and goals; and be assured they had been presented to the Board and incorporated into the PCT's five year plan.

Resolved:

That the Board approved the Plan.

2008/378 BIRMINGHAM EAST AND NORTH/SOLIHULL LOCAL HEALTH ECONOMY OVER-ARCHING VISION AND PLANS 2008-2013

One of the key messages from the *Investing for Health* project and Darzi next stage review was the need for health economies to tell a coherent "story" about their purpose. The Strategic Health Authority had, therefore, required the production of a local Health Economy Over-Arching Vision and Plan, a draft of which had been considered by the Board in December 2007. The document had already been signed off by Heart of England FT, Solihull Care Trust and Birmingham and Solihull Mental Health Trust. It would be discussed at the Performance Review meeting on 01 August and eventually form part of the WCC Strategic five-year plan.

Members were reassured that all relevant guarantees had been obtained and that BEN PCT would not be held accountable for any investments made by other organisations.

Resolved:

That the Board approved the Vision and Plan.

REPORTS FOR DISCUSSION

2008/379 CHIEF EXECUTIVE REPORT

One additional item was reported to the previously circulated report – Ms Marie Moore (Acting Director, Birmingham Primary Care Shared Services Agency) had been appointed Interim Managing Director of the Provider Arm for a period of nine months.

Resolved:

That the report be noted.

2008/380 PROFESSIONAL EXECUTIVE COMMITTEE CHAIR REPORT

A workshop had been held before the PEC Meeting at which the relationship with practice-based commissioning had been discussed. Levels of delegation and accountability had been considered; there was recognition that without appropriate delegation there would be no change but capacity remained a problem. The debate would continue and a further set of proposals would be submitted to PEC in September.

Resolved:

That the report be noted.

2008/381 REPORT FROM THE INTEGRATED GOVERNANCE AND PERFORMANCE COMMITTEE

The following points were highlighted from the meeting held on 15 July:

- It had been decided to review the Terms of Reference for the IG&P and the Audit Committee.
- Performance Report – activity related to the 18 week target was being carefully tracked; and, WCC Assurance targets having been selected, concern had been expressed about the complexities of having two sets of targets this year.
- Core Standards assurance - confirmation had been provided that there was compliance for all but three Standards and action plans were in place to bring those into an assurance position.
- Several reports had been received – the draft Prevention and Control of Infection Plans, Emergency Planning, and Annual Clinical Governance.
- Mike Philbin, Local Security Management Specialist, would report to IG&P on a quarterly basis; his role would involve raising awareness of security issues and finalising the strategy/policy for security management. It was suggested that this subject become a standing item on the agenda.

Resolved:

That the report be noted.

2008/382 FINANCE AND ACTIVITY REPORT

The following issues were highlighted:

- Significant over-performance had been reported by Heart of England FT for the year to date. The Executive Team had discussed data quality in terms of validating activity and forecasting their year-end position; these issues would be further considered on 11 August.
- Year to date position – the Heart of England FT contract had been profiled on the basis of hitting the 18 week target at the end of December. The Strategic Health Authority had amended the schedule to September 2008 so work continued with the Trust to revise the profile.
- New investments – some £14m (of the £18m outlined in May 2008 for investment during the year) remained. If the current slippage level continued it would generate a £5m underspend. The challenge to the PCT would be to maintain pressure on spending in all areas and to ensure any slippage was used in line with spending plans.
- The collapse of Chase Norton would not adversely affect the balance sheet since the resultant slippage would be re-factored into the new contract, which had just been awarded.
- The need to spend wisely and disinvest where appropriate was emphasised, particularly given that 2008/09 would be the last year in which growth money was available.

Resolved:

That the report be noted.

2008/383 PERFORMANCE REPORT

The report had been considered in detail at the Integrated Governance and Performance Committee. The following were noted:

- 18 week waits and ambulance waiting time targets had been under close scrutiny. The target time for 18 weeks had been revised and further assurance was being sought from Heart of England FT, who would commission additional services in specialty areas, e.g. orthopaedics. (Orthopaedics was a national problem and the private sector was being used to clear the backlog of cases.)
- Smoking four week quitters – each year there seemed to be a last-minute achievement of target but this was, in fact, linked to traditional quitting times such as New Year although the pattern was changing. National campaigns were also targeted at certain times which was a difficult cycle to break but the PCT was devising an investment strategy which would ensure that funding into health improvement was accelerated.
- Ambulance response times – whilst the target for the Strategic Health Authority area was being achieved, there was still concern that the target for BEN PCT's population was not. This was being pursued through the Emergency Care Network and through Specialised Services commissioning.
- Different aspects of the relationship with Heart of England FT would be considered by the Executive Team as well as through the contract to ensure there was no complacency during the year.

Resolved:

That the report be noted.

2008/384 KEY THEMES OF THE ORAL HEALTH IMPLEMENTATION STRATEGY

Following *Investing for Health*, an Oral Health Strategy had been developed. The Key Themes document was an attempt to gain agreement from Birmingham PCTs to enable the Strategy to be completed for Board approval in the autumn.

Differentials in oral health remained between "old" North and Eastern Birmingham, with some schools in the latter having 40% of active dental decay in five years old. Nationally some 40-60% of adults had gum disease and there was a growing problem of oral and pharyngeal cancer. There were also difficulties for some frail elderly and disabled people in accessing the care needed.

The PCT was relatively well provided with dentists in spite of recent turbulence during the introduction of the new contract but there remained a problem of persuading people to take up NHS services. There were opportunities to address inequalities in oral health by meshing the oral health promotion programme with the general health promotion programme.

In answer to questions, the following points were made:

- There were differences in dental health between 'affluent' and 'deprived' areas of BEN PCT but these were less marked than other parts of the country which did not have the benefit of fluoridated water.
- It would be probably be better for the PCT to advise parents to take children to dentists rather than relying on the school dental service.
- Disadvantaged communities were less likely to be seen by dentists but outreach services were part of the quality improvement envisaged.

- There would be a problem if those people using private dentists returned to the NHS and it was important to ensure that services were both good and accessible.

Resolved:

That the report be noted.

2008/385 HIGH QUALITY CARE FOR ALL/NHS NEXT STAGE REVIEW FINAL REPORT

The attachments had outlined the national requirements of the Darzi Review and BEN PCT's intended actions in response.

Resolved:

That the report be noted.

REPORTS FOR INFORMATION AND NOTING

2008/386 OVERVIEW OF SERVICES COMMISSIONED FOR PEOPLE WITH LEARNING DISABILITIES IN BIRMINGHAM

Resolved:

That the report be noted.

2008/387 WORKING TOGETHER FOR HEALTH (WTfH)

PEC had recently approved the new arrangements for WTfH. A new Board had been established with Professor Chris Ham (a Non-Executive Director at Heart of England FT) as Chair. It was important that any processes/groups set up built on the existing infrastructure and avoided duplication.

WTfH was now a core strategy of the PCT and the first Board Meeting would agree the work programme; high on the list for focus would be maternity services and it was likely that there would be two or three priorities for the year that could be tackled on an integrated basis.

Resolved:

That the report be noted.

2008/388 WORLD CLASS COMMISSIONING ASSURANCE METRICS

The Strategic Health Authority had required the submission of draft health outcome measures which would be subject to closer scrutiny and used to benchmark the PCT against other PCTs. Most of the necessary information was already being gathered for Vital Signs or LAA targets. Two mandatory items would be health inequalities and life expectancy; one further suggested measure was work on health/incapacity benefit.

Resolved:

That the Board noted the health outcomes selected and related rationale.

2008/389 WORLD CLASS COMMISSIONING – SUMMARY REPORT

Resolved:

That the report be noted.

2008/ 390 PROVIDER ARM COMMITTEE UPDATE

It was agreed that in future flash reports would be provided for Updates.

Resolved:

That the report be noted.

2008/391 PREVENTION AND CONTROL OF INFECTION PLAN – HEALTH ECONOMY

PREVENTION AND CONTROL OF INFECTION PLAN – BEN PCT

Both reports had been considered at PEC and Integrated Governance and Performance Committee. The issue of Governance would need further discussion at JNC.

Resolved:

That the Board ratified the Plans.

2008/ 392 QUARTERLY REPORT: OPERATIONS DIRECTORATE

Resolved:

That the report be noted.

2008/ 393 QUARTERLY REPORT: ESTATES AND FACILITIES

The following items were highlighted:

- LIFT
It was hoped that the Sherlaw Practice would move into Stockland Green Health Centre on 31 August 2008.
- Negotiations continued on Streetly Road and the need to conclude was emphasized.
- Yardley Green Campus.
The land associated with the new *Partners in Health* development would transfer (at no charge) to the PCT in September 2008. Options on two other sites were less certain and it was unlikely that the CAMHS project would proceed. The proposed multi-storey car park would be subject to a business case by Heart of England Foundation Trust and would be specifically for their own needs. Again, there were doubts that this would be developed.
- Maintenance
There was a regular regime of planned maintenance at all premises, designed to ensure quality monitoring, prevent breakdowns and organise replacements where necessary.

Resolved:

That the report be noted.

2008/ 394 QUARTERLY REPORT: STRATEGY AND REDESIGN

One issue was highlighted:

- Stakeholder Events
Five Locality Stakeholder Events had been held at different venues; feed-back would be provided by Vista of the work undertaken and any lessons learned. It was also pointed out that the previous practice of holding one event meant representatives from other

organisations, e.g. Birmingham City Council, could attend. Detailed consideration of the future format would be held within PRIME.

Resolved:
That the report be noted.

DATE OF NEXT MEETING

2008/395 PROVISIONAL TIME-TABLE FOR MEETINGS IN 2009

Resolved:
That the time-table be approved.

2008/396 DATE OF NEXT MEETING

It was agreed that the next public meeting would be held on Wednesday, 24 September 2008, in the Board Room at Waterlinks House.

Chairman Date